

24 July 1952

REPORT FOR THE WEEK OF 21 - 25 JULY

To:

STATINTL

From:

1. Briefly discussed plans for the development of the CIA Human Resources Program and the imminent program of training supervisors in the use of the Personnel Evaluation Report at the meeting of TIOs on Tuesday morning.
2. Made a fifteen minute presentation of the CIA Human Resources Program to the ADs in the DDI's staff meeting on Tuesday afternoon. The whole idea seemed to be very well received, especially by ORR, OCD, and OSI. ORR has requested that this program be instituted in that office as soon as possible; the first group to be the AD's staff and the division chiefs.
3. Reworking the instructional pamphlet to accompany the Personnel Evaluation Report. This pamphlet will serve as the basis for the one hour training meetings to be held throughout the Agency and for instruction in the field.
4. There appear to be some areas of responsibility for training outside the Agency that will need to be defined when [REDACTED] joins the staff. A recent question: Who is responsible for information and for following through when a member of the Agency wishes to attend the one-week or two-week training conferences put on by IBM for machine technicians at Endicott, New York? Another one might be: Who is responsible for our contact with the Harvard Business School and for supervising applications from this Agency for the Advanced Management Program at that school? These are two items that apply particularly to my area of activity.

STATINTL

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